

TAB

STATINTL

Approved For Release 2001/07/16 : CIA-RDP80-00832A000400010006-6

ADMINISTRATIVE
INT'L USE ONLY

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

10 NOV 1965

SUGGESTION NO. 64-103: dated 22 October 1963

STATINTL

Branch Chief Industrial, GS-13
DDI/NPIC/PAG/S&T

A. Summary of Suggestion

Suggerster proposed a planned program of eye care for NPIC personnel to include a glaucoma test, thorough examinations every three years, and prescriptions for glasses without cost.

B. Summary of Evaluation

1. This suggestion has been under consideration for two years and was adopted on 23 September 1965. As a result of this recommendation, negotiations were undertaken with the Office of Medical Services to institute this program through the use of an outside contract ophthalmologist and follow-up examinations in the NPIC health room.

2. NPIC noted that this was not an original idea. The problem of eye examinations for PI personnel had, as a matter of record, been considered prior to the submission of this suggestion. However, NPIC said the program was instituted as a direct result of the suggestion and recommended that it be considered as adopted and an award be made. NPIC recommended an award of \$150 based on intangible benefits (Moderate/Local).

C. Recommendations of the Executive Secretary

1. Not line of duty.
2. \$50 award (Moderate/Limited).

3. Comments: We consider this a "triggering" idea. There was much discussion in NPIC for many years for eye examinations.

D. Decision of the Chairman

[REDACTED]
A/Chairman, Suggestion Awards Committee

12 Nov 65
Date

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SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

10 NOV 1965

SUGGESTION NO. 64-106: dated 25 October 1963

25X1A

Chief Registry, GS-11
DDI/OCI Registry

A. Summary of Suggestion

Suggerster said that TOP SECRET material should be slugged "VIA OFFICER COURIER" on the outer wrapper or envelope. He recommended that a slug, preferably "VIA COURIER," also be required on the outer wrapper of SECRET or CONFIDENTIAL material addressed to offices outside the Agency. In the past, receipts affixed to such envelopes became inadvertently detached and the Mail Room, thinking the material was unclassified, sent it through the U. S. Mail Service. The Agency receiving the material would notify us that it had been transmitted, without receipt, and the Office of Security would make an investigation of the violation.

B. Summary of Evaluations

1. OS said that several security incidents have occurred and that the suggestion should be approved. OL concurred and recommended that OS amend their regulations accordingly.

25X1A

2. [REDACTED] dated 22 September 1965, placed this suggestion in effect. "VIA COURIER" rubber stamps are now available at Building Supply Rooms.

C. Recommendations of the Executive Secretary

1. Not line of duty.
2. \$35 award (Slight/Local).

25X1A

D. Decision of the Chairman

[REDACTED]
A/Chairman, Suggestion Awards Committee

12 NOV 65
Date

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35
Award

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

10 NOV 1965

SUGGESTION NO. 65-245: dated 3 March 1965

25X1A
[REDACTED]
Finance Auditor, GS-9
DDS/OF/C&L/CCB

A. Summary of Suggestion

1. Former method:

a. Cumulative monthly subsidiary Automatic Data Processing Division General Ledger listings were compiled by: (1) arranging the current month's activity by the respective control fields, (2) merging the current work into the master tape used for reproducing the machine listings.

b. The above method is acceptable but no consideration is given to the chronological date of the individual line entry. When reviewing an account the last entry recorded is not necessarily the latest, but only an entry of the latest month.

2. Suggestion: That the present method of the monthly block insertion system be discontinued and that an ADPD machine sorting operation of the date field in card columns 2-6 be performed prior to continuation of the present machine program. This would ensure that machine listings would be reproduced in a sequential manner.

B. Summary of Evaluation

1. Office of Finance said that when the Agency financial system was converted from EAM to ADP, they knew that routine sorting methods could result in the loss of chronological order on certain detail listings unless specific instructions to perform additional sortings were written into the programs. Finance agreed with the suggester's statement that accounting data generally is presented in chronological order. However, this is not so in all listings; for example, bank account information usually proves more useful in check number order.

2. However, as a result of this suggestion, Finance decided to adopt presorting in chronological order by date of transaction through arrangement of data by voucher number to all accounts effective in June 1965. This action has improved the presentation of data with intangible benefits of Slight/Limited, confined to those employees within Office of Finance engaged in analyzing subsidiary listings.

SUBJECT: Suggestion No. 65-245 (Continued)

C. Recommendations of the Executive Secretary

1. Not line of duty.
2. \$25 award (Slight/Limited)

D. Decision of the Chairman

25X1A

A/Chairman, Suggestion Awards Committee

10 Nov 65

Date

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Award

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 65-278: dated 6 April 1965

10 NOV 1965

25X1A

Electronic Technician, GS-8
DDS/OC (Field)

A. Summary of Suggestion

The suggester devised equipment to reduce harmonic radiation from the transmitters at his station (231-D and 16-F Transmitters). He constructed a "series trap" of the capacitor and the inductance, mounting them with the metal box. The box is mounted as close to the antenna terminal as physically possible with the inductance connection to the antenna post and the rotor of the capacitor grounded to the metal box, which, in turn is grounded to the transmitter frame. The capacitor is tuned to the interfering frequency (in this particular instance 70 Mcs) and adjusted for minimum signal. He also constructed a screen door of 2" by 2" lumber, 56" long and 27 $\frac{1}{2}$ " wide, fastening it to the door of the transmitter so that it entirely covers the openings in the door for the meters and tuning controls. The copper braid was fastened to the copper screen and the metal door hinge, making sure it connected to the portion of the hinge on the frame of the transmitter. (Photographs are attached.)

B. Summary of Evaluations

25X1A

1. Chief, [redacted] forwarded this suggestion in recognition of [redacted] ingenuity and cost consciousness. He said that [redacted] solved a "sticky" TVI problem with materials at hand. He said the use of the "series trap circuits" is neither new nor unique; however, it does dilute the interfering signal to a greater degree than the commercially manufactured filter and eliminates the heat problem produced by the commercial filter. [redacted] commented that the techniques employed by the suggester are so basic and materials used so common that any trained communicator could solve similar TVI problems in the same manner with considerable savings to the Office of Communications.

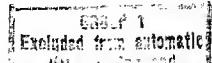
25X1A

2. OC-E said that the solution presented by the suggester met with varying degrees of approval among OC engineers who have had similar experiences with RF interference problems.

25X1A

3. OC Executive Officer recommended an award in the \$25 - \$50 area because:

- a. The modification was of limited value and affected only the immediate work area. The \$800 savings per transmitter quoted by the suggester (cost of a commercially manufactured filter) is not a valid savings; such a solution as the purchase of the filters would not have been approved by OC.



SUBJECT: Suggestion No. 65-278 (continued)

- b. Alternatively, OC would have put their engineers on the problem and more than likely they would have suggested the same type filter as designed by the suggester. The suggester's filter is not necessarily unique. Much has been written on the subject and is available in radio books. Also, the use of a screen door is not a new idea.
- c. The suggester did solve a specific problem at his station. However, the 5% rule should not apply in this case.

C. Recommendations of the Executive Secretary

1. Not line of duty.
2. \$50 award (Moderate/Limited).

D. Decision of the Chairman

25X1A

A/Chairman, Suggestion Awards Committee

12 Nov 65

Date

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Award

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

10 NOV 1965

SUGGESTION NO. 65-293: dated 14 April 1965
[redacted]

25X1A
Info Control Asst., GS-7
DDP/FE/Executive Secretariat

A. Summary of Suggestion

1. Suggester proposed that Form 2403, "Request for Code Designation," (attached) be circulated among DD/P divisions and staffs for consideration as a uniform form, then printing as a regular stock item. The form had been used by FE Division on a trial basis to assign cryptonyms and inform the Cable Secretariat; it was also sent to RID Sensitive Documents Section for assignment of pseudonyms and aliases.

2. Divisions and Staffs had been producing ditto and other type forms or sending memos to the Cable Secretariat and RID. She stressed that a standardized form for DD/P-wide use would provide a uniform procedure and expedite service for obtaining code designations.

B. Summary of Evaluations

1. DD/P Systems Group circulated the FE Form 2403 to divisions and staffs. About 70% agreed to use of a similar form; 30% were against the idea. DD/P Systems Group worked out format changes to fit the needs of the Cable Secretariat and had a new Form 2403 printed for DD/P-wide use.

2. Cable Secretary says this new form makes for a better record and method.

3. The use of the new form has become more mandatory than originally hoped for by DD/P Systems Group. Memorandum from the Assistant DD/P, dated 13 October 1965, (attached) says in part: "A standardized form (2403) designed to ensure the forwarding of sanitized, rather than revealing, descriptions has been developed by the DD/P Systems Group and will soon be available for your use."

C. Recommendations of the Executive Secretary

1. Not line of duty.
2. \$50 award (Slight/Local).

SUBJECT: Suggestion No. 65-293 (Continued)

D. Decision of the Chairman

25X1A

[REDACTED]
A/Chairman, Suggestion Awards Committee

12 Nov 65

Date

450 -

Award.

| REQUEST FOR CODE DESIGNATION | | | NOTE: 1. HANDCARRY 2. COMPLETE IN TRIPPLICATE |
|--|---------------------------------|--|---|
| F R O M | BRANCH OR AREA | INITIALS OF REQUESTER | DATE OF REQUEST |
| T O | 1. ESEC/SD | | |
| | 2. RID/SD | | |
| | 3. ESEC/SD | | |
| S U B J E C T | <input type="checkbox"/> PSEUDO | <input type="checkbox"/> ALIAS | <input type="checkbox"/> AREA CRYPTO <input type="checkbox"/> OVERALL |
| TRUE NAME OR PROJECT DESCRIPTION (Last name first) | | | |
| TITLE OR POSITION (Dr., Capt., etc.) | | | |
| STATUS (Staff employee or contract agent, etc.) | | | |
| CHECK ONE: | | | |
| <input type="checkbox"/> SENSITIVE (These records kept only by Division) | | <input type="checkbox"/> NON-SENSITIVE | |
| CHECK ONE: | | | |
| <input type="checkbox"/> COVERT ACTION | | <input type="checkbox"/> COVERT COLLECTION | |
| ALL CANCELLATIONS | | | |
| SD SPACE FOR ASSIGNMENT OF CRYPTO, PSEUDO OR ALIAS | | | |
| PSEUDONYM ASSIGNED | | | |
| ALIAS ASSIGNED | | | |
| AREA CRYPTONYM ASSIGNED | | | |
| OVERALL CRYPTONYM | | | |
| REMARKS | | | |

ILLEGIB

13 October 1965

MEMORANDUM FOR: All DD/P Divisions and Staffs

SUBJECT: Cryptonym Records

1. The months - long review of Cable Secretariat cryptonym files to eliminate the true names of sensitive individuals and to provide meaningful cryptonym descriptions in their stead has now been completed. It was necessary to sanitize many source descriptions, and numerous cryptonyms were deleted from the files.

2. In order to maintain the accuracy of these files and to preclude the necessity for repeating this painstaking exercise at a future date, it is important that all DD/P Divisions and Staffs inform Cable Secretariat not only of newly assigned cryptonyms which appear in cable traffic but also of any revisions in source descriptions for existing cryptonyms. The Cable Secretariat must also be notified when cryptonyms become inactive.

25X1A
3. Where cryptonyms are on file with RID/CR in compliance with the pertinent regulation [REDACTED] RID must be apprised of changes, revisions, or retirements that take place. Therefore, all DD/P Divisions and Staffs are to advise RID as well as the Cable Secretariat where changes, revisions, or retirements will affect RID records.

4. In order to assist in keeping cryptonym records up-to-date, a standardized form (2403) designed to ensure the forwarding of sanitized, rather than revealing, descriptions has been developed by the DD/P Systems Group and will soon be available for your use.

25X1A

[REDACTED]
Assistant Deputy Director for Plans

S E C R E T

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

10 NOV 1965

STATINTL SUGGESTION NO. 65-333: dated 5 May 1965

Chief, Carrier Maintenance, S-8 (GS-10 equivalent)
DDS/OL/LSD/MCB

STATINTL A. Summary of Suggestion

The suggester, concerned about the cost of the accelerator disc, a component part of the carrier used in the electronic air tube system, investigated possible local suppliers. Our original supplier, the

charged 55 cents each for the part and never met delivery dates. He arranged with to make the discs for 25 cents each, with a two-week delivery date.

B. Summary of Evaluations

The suggestion was adopted in mid-1964. Annual usage, including the parts for the 24 carriers in the newly installed system, is estimated at 3,500 discs annually for a savings of \$1,050.

C. Recommendations of the Executive Secretary

1. Not line of duty.

2. \$50 award based on 5% of annual tangible savings of about \$1,000.

D. Decision of the Chairman

STATINTL

A/Chairman, Suggestion Awards Committee

12 Nov 65

Date

Award

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SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 65-345: dated 27 April 1965

25X1A

Clerk-Typist, GS-5

DDS

10 NOV 1965

25X1A

A. Summary of Suggestion

25X1A

1. Former Method: [redacted] used Standard Government Form 44 (copy attached) for commercial procurement. The form had these disadvantages:

- a. Very little typing space; therefore, an attached sheet had to be prepared with most purchase orders.
- b. The form was not lined up with the standard typewriter; it was necessary to roll the platen by hand into position to type on the lines.
- c. The Government agency name and address had to be typed in two places for no apparent good reason.
- d. The wording on the form caused some vendors to think it could be used as an invoice. This confusion often necessitated contacting the vendor either by telephone or letter for their invoices.
- e. Carbon paper between the form copy caused more time in separation and distribution.

2. Suggestion: The suggester devised a new form to offset the disadvantages listed above. The form, 8" x 10 $\frac{1}{2}$ " in NCR style, is much easier to work with and to file. A copy is attached for reference.

B. Summary of Evaluations

25X1A

1. [redacted] has had the form in use since May 1965. They estimated savings in work hours, after deducting printing cost, to be about \$500 annually.

25X1A

2. Office of Logistics said that they follow ASPR and GSA regulations as guides in procurement forms. The [redacted] form did not comply with this and therefore was not useable in the Procurement Division/OL. The suggester's form provides the needed additional space for distribution of most standard type items which [redacted] frequently orders. However, its value is limited to that station alone.

25X1A



SUBJECT: Suggestion No. 65-345 (continued)

C. Recommendations of the Executive Secretary

1. Not line of duty.
2. \$25 award based upon tangible savings of \$500 annually.

D. Decision of the Chairman

25X1A

[REDACTED]
A/Chairman, Suggestion Awards Committee

12 Nov 65

Date

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25 - (INTERIM)

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25X1A

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Sample - Not Classified

STATINTL

ATTACHMENT TO PURCHASE ORDER NO.

6801-65

Vendor [REDACTED]

Date 15 April 1965

| Item No. | Nomenclature | Quan | Unit | Unit Cost | Ext. |
|----------|---|------|------|-----------|--------|
| 1. | Capacitor, tantalum, .047 mf, 35 V, Sprague Type 150D47X9035A2 Allied S/N: 13L320 | 9 | ea | 1.34 | 12.06 |
| 2. | Potentiometer, 10,000 ohms, Bourns Type 3010L-1-103M, Allied #31MM624 | 9 | ea | 7.02 | 63.18 |
| 3. | Potentiometer, 25,000 ohms, Bourns Type 3010L-1-25M, Allied #31MM626 | 9 | ea | 8.64 | 77.76 |
| 4. | Switch, DPDT, solder, Code III, Cutler-Hammer Type 7591K6, Allied #34B649 | 9 | ea | .73 | 6.57 |
| | | | | | 159.57 |

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VENDOR _____
STREET ADDRESS _____
CITY & STATE _____
ATTENTION _____
TELECON: _____

PURCHASE ORDER NO. _____
DATE OF ORDER _____
TERMS _____
DELIVERY _____
INVOICING 2 COPIES AT COMPLETION OF ORDER
TRANSP: _____

| QUAN. | ITEM | UNIT PRICE | TOTAL |
|-------|------|------------|-------|
| | | | |

ORDERED BY: _____
(PROCUREMENT OFFICER)

PURPOSE

RECEIVED BY: _____
I certify that this account is correct and
proper for payment in the amount of \$ _____

DATE

DIFFERENCES

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ACCOUNTING DATA

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

10 NOV 1965

SUGGESTION NO. 65-361: dated 2 November 1965

STATINTL

Cartographer, GS-11
DDI/OBI/GC/X

A. Summary of Suggestion

1. Present Method: There are 50 curves of varying degrees in a set of railroad curves. The method of choosing the proper one to fit the job is by trial and error until one is found to fit.

2. Suggestion: The suggester devised a master guide $18\frac{1}{2}'' \times 16\frac{1}{2}''$ on clear plastic containing all the arcs available.

B. Summary of Evaluations

1. DDI/OBI said that the arc selector is a "short-cut" method for selecting the correct railroad curve to use for the compilation and drafting of coordinate grids on maps. About 15 master guides produced from the suggester's "working tool" are now in use in OBI. Annual estimated man hour savings are \$300 to \$500.

2. Other DDI offices and OL/PSD reviewed the suggestion but found no application.

C. Recommendations of the Executive Secretary

1. Not line of duty.

STATINTL

2. \$25 award based upon 5% of \$500 estimated annual tangible savings.

D. Decision of the Chairman

[REDACTED]
A/Chairman, Suggestion Awards Committee

12 Nov 65

Date

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Award

Attachment: (Under Separate Cover)
Sample Arc Selector

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

10 NOV 1965

SUGGESTION NO. 66-11: dated 15 June 1965

STATINTL

[REDACTED]
Administrative Officer, GS-9
DDI/OCR

A. Summary of Suggestion

The suggester proposed curtailment of the number of copies of training reports that were disseminated by OTR. He had a stamp made for use in OCR: "INFORMATION COPIES ONLY, DESTROY AFTER 30 DAYS." He also recommended that training reports be pre-printed with a predetermined destruction deadline.

B. Summary of Evaluations

OTR said that prior to receipt of this suggestion their goal had been to reduce training reports to one copy for the Official Personnel Folder and one copy to the student's home office. This system was adopted by OTR Notice 12, dated 18 October 1965, many months after the mid-June date of this suggestion.

C. Recommendations of the Executive Secretary

1. Not line of duty.
2. Certificate of Appreciation.

D. Decision of the Chairman

STATINTL

A/Chairman, Suggestion Awards Committee

12 Nov 65
Date

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Award

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

10 NOV 1965

SUGGESTION NO. 66-86: dated 8 March 1963

STATINTL

[REDACTED]
Clerk-Typist, GS-4
DDS/OS/PSD

A. Summary of Suggestion

The suggester proposed that sidewalks be constructed from the North and South Loading Dock Pedestrian Entrances leading up the roadway connecting to perimeter sidewalks. Employees had to walk on roadways to and from the bus stops and parking areas. There was the danger of being injured or splashed by passing vehicles.

B. Summary of Evaluation

1. Originally, the Safety Officer did not consider the traffic in the loading dock areas as a major safety problem. OL/LSD, in March 1963, said that the entrances are essentially service areas. However, many Agency employees use the entrances because South Cafeteria entrances are often locked. OL said that there was insufficient hazard to warrant construction of additional sidewalks.

2. We continued to receive additional suggestions on this subject for about two years and rejected them as duplicates. However, in April 1965, an OL employee routed a similar proposal directly to the OL Suggestion Panel. OL said: "A sidewalk was proposed by LSD about one year ago in the same location and a work order written. However, PBS recently informed LSD that funds for the steps had been cancelled. Therefore, we went ahead and had PBS do the work and paid the cost which totaled about \$1,500."

3. The Safety Officer says that the sidewalks also assist during an evacuation of the building. Both the walkways and roadways are used to expedite evacuation of employees on the ground floor.

C. Recommendation of the Executive Secretary

1. Not in line of duty.
2. \$25 award (Slight/Local).

SUBJECT: Suggestion No. 66-86 (Continued.)

D. Decision of the Chairman

STATINTL

[REDACTED]
A/Chairman, Suggestion Awards Committee

12 Nov 65

Date

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Award

ADMINISTRATIVE
INTERNAL USE ONLY

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

25X1A SUGGESTION NO. 66-93: dated 20 August 1965

10 NOV 1965

[REDACTED]
Elec. Engineer, GS-12

[REDACTED]
Mechanical Engineer, GS-12
DDS/OC/R&D Lab

A. Summary of Suggestion

The suggesters devised a method of determining magnetic tape speed with a special tape marker. A detailed description is outlined on the three-page attachment.

B. Summary for Evaluation

OC said this has proven a useful tool to the suggesters; they are charged with evaluating recording equipment in the R&D Laboratory. The equipment would normally be found in only well-equipped laboratories. Because it does not provide an instantaneous measure of speed, it is not readily adaptable for operational use; therefore, the benefit and application are considered very limited.

C. Recommendations of the Executive Secretary

1. Not line of duty.
2. Certificate of Appreciation to each suggester.

D. Decision of the Chairman

25X1A

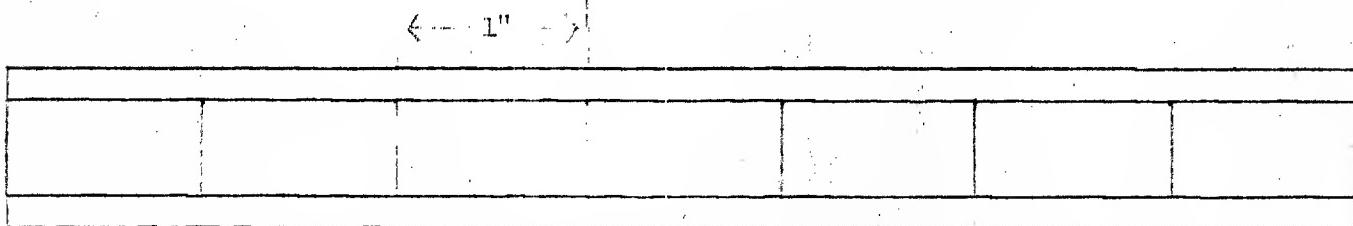

A/Chairman, Suggestion Awards Committee

12 Nov 65
Date

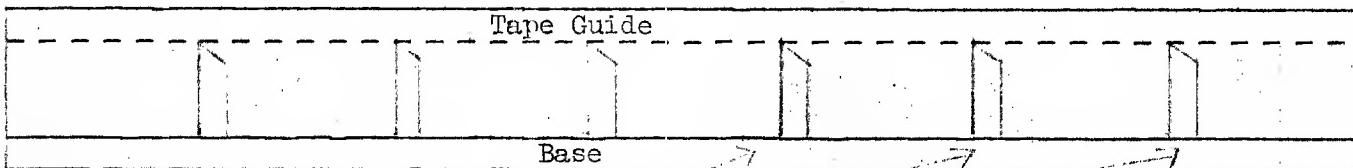
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DESCRIPTION

Tape speed measurement is accomplished by the use of a special tape marker. The tape marker consists of six small permanent magnets mounted exactly one inch apart in a non-ferrous holder which acts as a tape guide (see drawings).



TOP VIEW



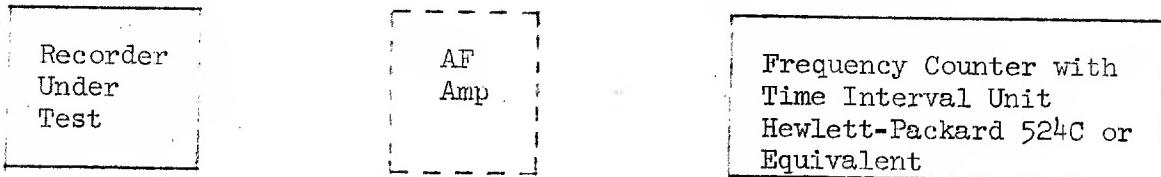
Permanent Magnets

SIDE VIEW

NOTE: When measuring tape speed of recorders of the high-speed variety (video tape) the center magnets should be removed and the time interval between the first and last magnets measured.

TAPE SPEED MEASUREMENT

Test Setup:



Test Procedure:

- (a) Pull approximately three feet of tape off of the supply reel to allow for a leader (for loop recorders remove just enough tape to fit in the tape marker).
- (b) Place the tape marker on a flat, firm surface with the magnets facing up.
- (c) Hold the tape taut (not stretched) with the oxide side down and place the tape in the tape guide down far enough to contact the magnets.
- (d) Remove the tape from the marker, rewind on the supply reel and place on the recorder.
- (e) Place the recorder in playback condition and read the time intervals on the counter. There are six magnets on the marker providing three intervals of time (one start pulse and one stop pulse required for one interval). Average the three readings and use the average.
- (f) Calculate the tape speed in inches per second by dividing the time interval into one second.

NOTE: Recorders having less than one volt output require an audio amplifier between the recorder and counter as the HP-524C frequency counter requires one volt input for proper operation.

ALTERNATE METHOD

Test Setup:

Recorder
Under
Test

Recording Oscillograph
Sanborn Model 650 or
Equivalent

Oscilloscope

NOTE: A visicorder may be used also.

Test Procedure:

- (a) Pull off approximately three feet of tape off of the supply reel (to allow for a leader).
- (b) Place the tape marker on a flat, firm surface with the magnets facing up.
- (c) Hold the tape taut (not stretched) with the oxide side down and place the tape in the tape guide down far enough to contact the magnets.
- (d) Remove the tape from the marker, rewind on the supply reel and place on the recorder.
- (e) Place the recorder in playback condition.
- (f) Observe the oscilloscope and when the first pulse is observed, depress the "jog" control of the recording oscillograph and hold down until the other five pulses have been observed on the oscilloscope.
- (g) Develop the oscillograph tape and calculate the recorder tape speed using 0.1 second timing marks on the oscillograph tape.

NOTE: There will be six pulses on the tape (one was observed on the oscilloscope before the "jog" control was depressed on the oscillograph) and five spaces between the six pulses. Measure the time of the five spaces and use the average to calculate the tape speed of the recorder.